

FRESNO, CALIFORNIA
CLASS SPECIFICATION

ASSISTANT CITY ATTORNEY

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Assistant City Attorney is the third level in a five-level Legal Services series. Incumbents are responsible for supervising professional staff and performing more complex legal duties, involving the handling of civil and criminal law matters including the preparation and presentation of cases, drafting of resolutions and documents, and the preparation of legal opinions. Incumbents manage one of the working units of the department and are expected to use professional judgment, independence and skill in the performance of duties. Incumbents provide legal advice, recommendations, and other services to the Mayor, the City Manager, City departments, City Council, the Redevelopment Agency, and other boards, commissions and offices of the City.

The Assistant City Attorney is distinguished from the Senior Deputy Attorney by its first-line supervisory responsibilities. The Assistant City Attorney is distinguished from the Chief Assistant City Attorney, who is responsible for functioning as assistant department director and acting in the absence of the City Attorney.

Deleted:

Deleted: B

Deleted: and

Deleted: C

Deleted: Incumbents may provide research support to internal or external counsel and may be assigned to support a particular department or to a Board or Commission.

Deleted: ich

Deleted: legal staff

Deleted: ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and

Deleted: 0

Deleted: .

Deleted: the more important

Deleted:

Formatted: Font: 11 pt

Deleted: 3

Deleted: the Mayor, City Council, City Manager, management, Agencies, Boards, Commissions, and City offices.

Deleted: s

Deleted: and, ensuring

Deleted: Prepares and drafts all

Deleted: types of

Deleted: deeds, leases,

Deleted: 5.

... [1]

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Supervises attorneys and legal assistants, including prioritizing and assigning work; conducting performance evaluations; and, making hiring and disciplinary recommendations; Supervises outside counsel.
2. Performs complex legal research and prepares and presents high-profile legal opinions to the Mayor, the City Manager, City departments, City Council, the Redevelopment Agency, and other boards, commissions and offices of the City.
3. Supervises the daily operations and activities in assigned subject area, which include: developing, coordinating, administering, and evaluating projects, workplans, processes, procedures, systems, and standards; participating in the development of goals and objectives; ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards; development of trial strategies and discovery plans in compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.
4. Drafts complex ordinances, resolutions, contracts, motions, pleadings, discovery plans, and other legal documents.

Daily
10-20%

Daily
20-30%

Daily
20-50%

Daily
20%

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSISTANT CITY ATTORNEY

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
5.	Defends/prosecutes high-profile complaints by or against the City; recommends and takes appropriate action.	Daily 10-20%
6.	Prepares cases for trial; may serve as a trial lawyer for the City before State, and/or administrative bodies.	Monthly 10%
7.	Performs other duties of a similar nature or level.	As Required

Deleted: County,

Deleted: ,

Deleted:

Deleted: at all levels.

Training and Experience (positions in this class typically require):

- Juris Doctorate degree and five years of experience in the practice of law, including municipal law; business transactions; and civil, criminal and/or appellate trial practice;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Other specialized training or experience may be substituted at the discretion of the City Attorney.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Membership in the Bar

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

- Specialized field of municipal law;
- City ordinances and charter provisions, State and Federal statutes, State and Federal constitutional provisions and State and Federal judicial decisions;
- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice;
- Methods of legal research, established precedents and sources of legal reference applicable to municipal activities;

Deleted: ¶

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSISTANT CITY ATTORNEY

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Researching and interpreting the Municipal Code, Administrative Orders, laws, regulations, policies, procedures, legal and financial information, and program objectives and goals
- Analyzing and preparing a wide variety of varied and complex legal documents
- Using computers and applicable software applications
- Drafting persuasive pleadings
- Defining legal issues, collecting and analyzing information, and recommending appropriate action
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Facilitating meetings and negotiations
- Ability to prepare and make effective oral presentations
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal courts, appellate courts, and administrative and legislative bodies;
- Exercising independent judgment within general policy guidelines and operating parameters
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Dealing diplomatically and effectively with public officials, fellow employees and the public

Deleted: <#>Training employees in proper work methods;¶

Deleted: <#>Interpreting and analyzing varied and complex non-legal subjects; ¶

Deleted: <#>Preparing sound and comprehensible opinions to laymen;¶

Deleted: <#>¶
Preparing sound legal opinions;

Formatted: Bullets and Numbering

Deleted: <#>Analyzing and preparing a wide variety of legal documents;¶

Deleted: <#>Presenting

Deleted: <#>Making

Deleted: <#> clear and persuasive oral arguments before courts, council, and administrative bodies

Deleted: <#>presentations

Deleted: <#>¶

Deleted: Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Deleted: ¶

Deleted: description

Physical Requirements:

Positions in the class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

5.	Investigates the more serious claims and complaints by or against the City; recommends action and takes appropriate action.	Daily 10%
----	---	--------------